

YOUTH SERVICES JOB OPENING

North Lake County Public Library, located in beautiful northwest Montana, is looking for an energetic, creative, engaging individual to fill the youth services librarian position. Our successful candidate will love working with and teaching children and have the ability to create inspired programming for all ages from infant through teen; enjoys collaborating with others including school librarians, educators, caregivers, and organizations outside of the library; works well on their own as well as in a collaborative team model; has an extensive knowledge of children's and youth literature.

The Youth Services Librarian performs professional functions requiring specialized knowledge and expertise in all areas associated with public library services related to children, young adults, parents, caregivers and educators. The position focuses on the creation and presentation of programs for varying age groups, including community outreach programs, reference responsibilities, and collaborative development of the youth collection.

Polson is a growing community that sits on the shores of beautiful Flathead Lake, with access to shopping, snow skiing, hiking and biking trails in surrounding areas and Glacier National Park within a 90-minute drive.

North Lake County Public Library is an independent public library district with an exciting future. We offer competitive pay and excellent benefits, including MT Public Employees Retirement Plan, Medical/Dental/Vision insurance, life insurance, paid vacation, holiday and sick leave. Explore our website at <https://northlakecountylibrary.org>.

A complete position description, announcement and application are available on our website or by contacting Library Director, Abbi Dooley at abbid@polson.lib.mt.us or 406-883-8225. First review of application packets is November 9, 2020. This position remains open until filled. Estimated start date is January 2021.

POSITION ANNOUNCEMENT

POSITION: Youth Services Librarian
HOURS: Permanent Full Time (*including some Saturday and evening shifts*)
BENEFITS: Sick Leave, Vacation, Retirement Plan, Health Insurance
WAGE: Starting minimum \$17.00 per hour, dependent on qualifications
CLOSING DATE: Friday, November 6, 2020 or until filled (*postmarked by 11/6/20*)
EST. START DATE: January 2021

APPLICANT MUST SUBMIT:

- ✓ North Lake County Public Library District Application
- ✓ Cover Letter
- ✓ Current Résumé

SUMMARY:

The Youth Services Librarian performs professional functions requiring specialized knowledge and expertise in all areas associated with public library services related to children, young adults, parents, caregivers and educators. The position focuses on the creation and presentation of programs for varying age groups, including community outreach programs, reference responsibilities, and collaborative development of the youth collection.

THIS POSITION REQUIRES:

- Prefer a college degree in education or a Master's of Library Science degree from an ALA accredited institution and a minimum three years teaching or working directly with children; extensive experience teaching or working with children without holding a degree will be considered
- Comfort engaging and teaching children of all ages with creativity, as well as the ability to work well with parents, caregivers, providers, educators and co-workers
- Advanced computer experience
- Adaptability to cover various library roles as necessary
- Flexibility in scheduling
- Successful completion of a criminal and personal background check
- Successful completion of skills testing (typing, spelling, grammar) prior to hire

RETURN COMPLETED PACKETS TO:

Abbi Dooley, Library Director
North Lake County Public Library District
PO Box 820
Polson, MT 59860
abbid@polson.lib.mt.us



North Lake County Public Library District
2 – 1st Ave E., / PO Box 820, Polson, MT 59860
406-883-8225 / Fax 406-883-8239

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT

JOB DESCRIPTION

Position Title: Youth Services Librarian *(October 2020)*

Reports To: Library Director

General Summary:

The Youth Services Librarian performs professional functions requiring specialized knowledge and expertise in all areas associated with public library services related to children, young adults, parents, caregivers and educators. The position focuses on the creation and presentation of programs for varying age groups, including community outreach programs, reference responsibilities, and collaborative development of the youth collection. The Youth Services Librarian acknowledges and accepts the ALA Code of Ethics, respects confidentiality laws, and maintains the integrity of North Lake County Public Library and its policies.

Responsibilities:

General

- Collaborate with the Director concerning the direction and scope of youth services and keep the Director informed as to progression, needs, and outcome of goals
- Actively pursue available funding sources to help support youth services
- Work with the Assistant Director to regularly publicize youth services
- Compose bibliographies, book reviews, book talks, press releases and other special tools to increase access to library resources and library programs
- Gather data and compile reports
- Maintain an attractive, functional youth area and use posters, signs, fliers, bulletin boards, library displays, etc. effectively
- Provide support to school-age children (home school, public, and private classrooms) and educational organizations
- Collaborate with local school librarians and educators
- Assist patrons with selecting materials suitable for their needs

Programming

- Develop and implement regular and special, fun and engaging programs for children, teens, and families
- Incorporate early literacy techniques into programs as appropriate
- Incorporate STEAM (science, technology, engineering, art and math) into programs as appropriate
- Plan and coordinate the Summer Reading Program
- Provide community outreach programming by regularly visiting preschools, daycares, and other entities with the Story Shuttle
- Collaborate with outside organizations to plan and develop youth outreach programs appropriate for the library
- Provide library tours as requested, special programs, class visits, book talks, and off-site program presentations

Materials Collection

- Research and develop extensive background knowledge of youth literature
- Provide reader advisory assistance and basic instruction for all ages
- Select, review, evaluate and suggest materials in all formats for the youth collection
- Evaluate gift items to maximize the benefit to the youth collection
- Create and manage programming resource materials

Additional Job Duties:

- Assist with front desk duties as necessary
- Rotate Saturday shifts with other full-time staff
- Performs other duties as required or assigned

Knowledge, Skills, Abilities:

- Comfortable engaging children with a variety of tools, such as songs, flannel board, finger puppets, etc.
- Possess considerable imagination and creative energy, with a love of performance
- Experience with STEAM programming
- Demonstrate extensive competency, courtesy and experience working with people of all ages
- Establish and maintain effective working relationships with other employees, trustees, patrons, and community members
- Attention to detail and accuracy
- Ability to communicate effectively, patiently, and courteously both orally and in writing
- Ability to show thorough knowledge of grammar, spelling, punctuation and composition
- Ability to handle multiple activities or interruptions at once
- Ability to work positively and effectively within a team model
- Ability to take initiative and be a self-starter while also able to follow guidance and direction
- Ability to use computers and associated software applications
- Demonstrate knowledge in the use of all library equipment
- Knowledge of library services, programs, and available resources
- Ability to interpret and apply procedures and policies of the Library, organize work assignments, recognize priorities, understand and follow written and oral directions

Confidentiality:

- Abide by Montana Confidentiality and privacy of library records laws
- Abide by the ALA Code of Ethics

Education and Experience: The above tasks are typically accomplished through an equivalent combination of education and experience sufficient to perform in this position.

- A college degree in education or a Masters of Library Science degree preferred, and a minimum three years teaching or working directly with children; extensive experience teaching or working with children without holding a degree will be considered
- Advanced computer skills including word processing, desktop publishing, social networking and database research

Professional Growth:

- Willingness to travel to attend workshops, conferences and trainings in person, as well as online platforms, to expand knowledge, with the option to achieve certification
- Consult with colleagues regarding youth services through library listservs and professional gatherings

License and Certification Requirements:

- Current valid Montana Driver's License
- Complete criminal and personal background check

Physical Demands:

- Must be able to walk, sit, talk and hear
- Must be able to use hands to finger, handle, feel or operate objects, tools or controls
- Must be able to reach with hands and arms and bend with legs, stoop, and crawl
- Must be able to lift and move up to 50 pounds, asking for assistance if needed
- Must possess close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Must be able to tolerate long-term use of computers
- Must be able to tolerate standing or sitting for prolonged periods of time
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimers: This position description is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Individuals may perform other duties as assigned including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or to otherwise balance the workload. Hours, duties and working conditions may be altered under extenuating circumstances.